

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS



Effective Date: November 6, 1991

Administrative Regulation: 1-18

Revision Date: May 1, 2010

Supersedes: July 1, 1998

Approved By: Arthur A. Anselene

SUBJECT: **Preparation of Payroll**

I. Authority

The authority for the implementation of these procedures is contained in the Town Code, Chapter 54, Article II, Section 54-24.

II. Purpose

This regulation shall describe the payroll process to be utilized in the town by all departments.

III. Policy

The pay period will cover an 80 hour period. It will begin on Saturday at 12:01 a.m. and continue for 14 calendar days ending on Friday at 12:00 midnight. The paychecks for the pay period will be disbursed the following Friday.

The Department of Human Resources is responsible for the processing of all new and current employee information to include pay rates, benefit and tax deductions, leave rates and other payroll information. The Department of Finance is responsible for processing payroll including the issuance of time sheets, payroll checks and W-2s.

IV. Procedures

Payroll changes and paperwork for all employees must be submitted to the Department of Human Resources by noon the last Thursday of the pay period. Changes and paperwork received after this deadline will be processed with the following payroll. Payroll changes include performance increases, promotions, demotions, transfers, pay rates, cost of living increases, benefit and tax deduction changes.

- A. The Department of Human Resources will ensure that new employees complete all appropriate paperwork (to include tax forms, I-9 form with required documentation and benefit deduction forms) prior to the payroll processing deadline and will generate a time sheet for the new employee and distribute it to the appropriate department.
- B. All personnel and pay information will be entered into the computer system by Human Resources staff.

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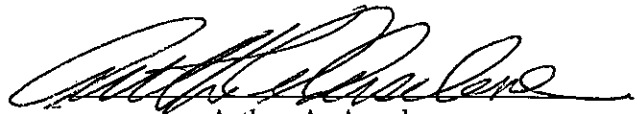
- C. Time sheets will be distributed by the Department of Finance to all departments the Friday before the pay period begins.
- D. Unless notified otherwise, completed time sheets must be submitted to the Department of Finance by noon on the first Monday following the ending of the pay period.

V. Payroll Checks

The Department of Finance will release payroll checks at 11:00 a.m. on payday. Early release of paychecks will be available after 4:00 p.m. on the day preceding payday, when a completed release form is signed, authorized and received by the Department of Finance. A sample early release form is attached. Early release of paycheck is only given when an employee will be on approved leave on the regularly scheduled payday.

Employee pay checks not picked up from the appropriate department will not be mailed automatically to the employee; however, an employee may make a specific request to have their paychecks mailed to their home address. Paychecks not picked up after 30 calendar days will be mailed to the employee by the appropriate department.

Direct deposit receipts will not be mailed to employees. Direct deposit receipts not picked up by an employee will be shredded by the department after 30 calendar days.



Arthur A. Anselene
Town Manager